



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
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1. Application Date 7-14-72		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received NOV 29 1972 Application No. 384 Date Completed DEC 4 1972	
2. Agency Application No. MS 602		3. AGENCY, Division, Subdivision & Administering Office Address State Merit System Examination Division 244 Washington St., S.W. Room 572 Atlanta, Georgia 30334		4. Person to Contact Frances C. Balkcom	
				5. Working Title Division Director	6. Tel. No. 656-2720
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series Effective material to current date		9. Exact Series Title Examination Construction Reference File			
10. What is the function of the office in which this record series is created? These records accumulate as a result of administering a state-wide program of Personnel Administration and are created as a result of examining applicants for positions to determine eligibility for employment, including scheduling examination, making reservations, making public announcements, providing place of examination, developing examinations, conducting tests, grading exams, notifying applicants, providing information to Personnel Transactions Division.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). (1) Files relate to material used in construction of individual examination questions. (2) Non-computerized sections of tests (items not included in Test Question IBM Card File)-- instructions, charts, graphs, test performance requirements and computation data, reference copies of various examinations, with answer sheets or keys, sample formats for tests; in some cases, printout dump of all items in Test Question IBM Card File for particular test area. (3) Filed alphabetically by subject.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				.5 .25	
Legal-size File Drawers		4	2	Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s)	
				7	
				This Year's Last Year's Preceding Year's All Prior Years	
				AVERAGE DAILY REFERENCES	
				5 5 5 5	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

- |                                                                                                                                       | YES                                 | NO                                  |
|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series?                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 14. Is there a duplication of this series in another office or agency?                                                                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication.               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling?<br>Examination questions are classified               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 17. Does the series initiate, amend or terminate agency policies and procedures?                                                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed?                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?                                                        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file?                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 21. <u>Used to create new test question IBM cards</u><br>Does the record series contain documentation produced as EDP printout?       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 22. <u>Examination booklets</u><br>Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?                                                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

24. **REQUIREMENTS.** The following requires the files to be kept until superseded years:

a. ☐ STATE LAW      b. ☐ STATUTE OF LIMITATION      c. ☐ AUDIT PERIOD      d. ☐ FEDERAL LAW      e. ☒ ADMINISTRATIVE DECISION      f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER \_\_\_\_\_, then:

- ☐ Hold in the current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☒ Other: (Specify) Destroy when superseded, obsolete, or no longer needed for reference.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Martin E. Kelly</i>	11/28/72		
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<i>Martin E. Kelly</i>	11/28/72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	State Auditor/Designee	<i>William M. Dyer</i>	11-29-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	Secretary of State/Designee	<i>Carroll Hart</i>	11-29-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	Attorney General/Designee	<i>R. M. Stull</i>	12-1-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		

STATE RECORDS  
COMMITTEE